



IMLS Office of Museum Services Funding Programs for FY2015



Welcome to the Institute of Museum and Library Services' informational webinar, "Funding Programs for Fiscal Year 2015." Our goal in this presentation is to provide basic information about our grant programs in the Office of Museum Services so that you can make informed decisions about choosing the right program for your institution's needs and understand the basics of developing and submitting an application for funding.

In addition to this presentation, we offer additional live webinars for individual funding programs. These provide program-specific details, and we encourage you to participate in them if your schedule permits, or access the recorded versions at your convenience.

Presentation Overview

1. IMLS Vision, Mission, and Strategic Plan
2. Funding Programs and Opportunities
 - a. Technical Assistance Programs
 - b. Museum Grant Programs
3. Determining Eligibility
4. Finding Information Online
5. Registering
6. Learning More

In this presentation, we'll be addressing the following topics:

We'll start with the IMLS vision, mission, and strategic plan. These are important to you as a potential applicant for funding because they inform our grant-making. Becoming familiar with them will help you understand why our grant programs are structured the way they are and why we ask you as an applicant to address certain issues in your application.

Then we'll present basic information about our funding programs and opportunities. This is to help you decide which of our programs is best suited for your project. We'll talk about the Technical Assistance Programs that are administered for IMLS by our cooperating partners—CAP, or Conservation Assessment Program, administered by Heritage Preservation, and MAP, or Museum Assessment Program, administered by the American Alliance of Museums.

We'll also talk about the five museum grant programs offered by the Office of Museum Services: Museums for America, National Leadership Grants for Museums, Native American/Native Hawaiian Museum Services Grants, Museum Grants for African American History and Culture, and Sparks Ignition Grants.

Next, we'll talk about determining your eligibility to apply for specific grants. There

are different requirements for each program, and it is very important to consult the notice of funding opportunity for details, but the information we provide today should help you make good decisions about which to pursue.

We'll also show you where to find information online, focusing on the IMLS website.

Next we'll talk about the three places you must be registered in order to apply for a grant and stress how important it is to do this work well in advance of the grant deadline.

And finally, we'll share our contact information and the dates and times for the program-specific webinars scheduled in October, all of which will help you learn more.

IMLS Vision and Mission

VISION: A democratic society where communities and individuals thrive with broad public access to knowledge, cultural heritage, and lifelong learning.

MISSION: The mission of IMLS is to inspire libraries and museums to advance innovation, learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant-making.

IMLS's vision and mission statements were adopted as part of the agency's strategic plan for FY2012-2016. Both emphasize that IMLS is here to support museums and libraries in their work of serving their communities.

Our **vision** is for a democratic society where communities and individuals thrive with broad public access to knowledge, cultural heritage and lifelong learning.

Our **mission** as an agency of the federal government is to inspire libraries and museums to advance innovation, learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant-making.

When you consider the details of each of our technical assistance and grant programs, we think you'll see these two simple but powerful messages well represented.

IMLS Strategic Plan

Three programmatic strategic goals drive IMLS grant-making.



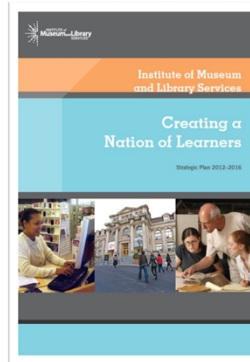
Learning Experiences: IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.



Community Anchors: IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.



Collections Stewardship: IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.



http://www.imls.gov/assets/1/AssetManager/StrategicPlan2012-16_Brochure.pdf

Much like your own institution's strategic plan, ours identifies goals that help us achieve our vision and accomplish our mission. There are three programmatic goals that drive our grant-making. We require applicants for Museums for America and National Leadership Grants for Museums to align their projects with one of these goals.

Goal 1, abbreviated as "Learning Experiences," makes it clear that IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.

Goal 2, "Community Anchors," specifies that IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.

And Goal 3, "Collections Stewardship," confirms that IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

To learn more about these goals and their context within the strategic plan, please visit our

website and type “strategic plan” into the SEARCH box or go directly to the page identified on this slide.

| IMLS Technical Assistance Programs | | |
|------------------------------------|---|---|
| | Conservation Assessment Program (CAP) | Museum Assessment Program (MAP) |
| Description | Program provides a general conservation assessment of a museum's collections, environmental conditions, and facilities. | Program helps museums strengthen operations, plan for the future, and meet national standards through self-study and a site visit from a peer reviewer. |
| Administered by | Heritage Preservation | American Alliance of Museums |
| Deadline(s) | December 1, 2014 | December 1, 2014 and July 1, 2015 |
| For more information | www.heritagepreservation.org/CAP | www.aam-us.org/resources/assessment-programs/MAP |

Let's turn now to the funding programs and opportunities offered by IMLS's Office of Museum Services, beginning with the technical assistance programs.

The Conservation Assessment Program, or CAP, provides a general conservation assessment of a museum's collections, environmental conditions, and facilities. The work is done by experienced assessors with deep knowledge of conservation and collections care, and the program is administered by Heritage Preservation, here in Washington DC. Applications will be available October 1, 2014, and the deadline for submission is **December 1, 2014**, and for more information, visit their website, www.heritagepreservation.org/CAP.

The Museum Assessment Program, or MAP, helps museums strengthen operations, plan for the future, and meet national standards through self-study and a site visit from a peer reviewer. The program is administered by the American Alliance of Museums, and there are two deadlines each year—at the beginning of July and at the beginning of December. At this time, the most immediate deadline is December 1, 2014 with another opportunity coming in July 2015. For more information, we recommend that you visit AAM's website, www.aam-us.org/resources/assessment-programs/MAP.

| IMLS Museum Grant Programs | | | |
|----------------------------|--|--------------------|---|
| | Museums for America | | National Leadership Grants for Museums |
| Program Goals | Support projects that strengthen the ability of a museum to serve its public | | Support projects that address critical needs of the museum field and that have the potential to advance practice in the profession so that museums can improve services for the American public |
| Project Categories | <ul style="list-style-type: none"> • Learning Experiences • Community Anchors • Collections Stewardship | | <ul style="list-style-type: none"> • Learning Experiences • Community Anchors • Collections Stewardship |
| Deadline | December 1, 2014 | | December 1, 2014 |
| Amount | \$5,000-\$25,000 | \$25,001-\$150,000 | \$50,000-\$500,000 |
| Cost Share | None permitted | 1:1 required | Research: None required All others: 1:1 required |
| Eligible Applicants | Museums | | Museums, Professional Associations, Institutions of Higher Education |

Next, let's take a look at the five IMLS museum grant programs, starting with Museums for America and National Leadership Grants for Museums.

Museums for America supports activities that strengthen museums as active resources for lifelong learning, vital components of livable communities, and good stewards of the nation's collections. In an MFA application, you must align your project with one of the three IMLS programmatic strategic plan goals by choosing Learning Experiences, Community Anchors, or Collections Stewardship.

The deadline for FY2015 applications is December 1, 2014. Grant requests may range from \$5,000 to \$150,000 for projects scheduled to last from 1 to 3 years. **Applicants have a choice of two funding levels.** For projects of \$5,000-25,000, no cost share is permitted. For projects requesting \$25,001-150,000, a 1:1 cost share is required, meaning that for every dollar requested from IMLS, the applicant must provide at least one dollar in staff or volunteer time, cash, or third-party in kind. We highly recommend participating in the MFA Webinar, scheduled for October 16 and talking with an IMLS staff member to learn more about funding levels and cost share requirements for MFA.

To be eligible for an MFA grant, your organization must be a museum. We'll go into further detail about what that means in a few minutes.

National Leadership Grants for Museums support projects that address critical needs of the museum field and that have the potential to advance practice in the profession so that museums can improve services for the American public. As is the case with MFA, you must align your project with one of the three IMLS programmatic strategic plan goals by choosing Learning Experiences, Community Anchors, or Collections Stewardship.

The deadline for FY2015 applications is December 1, 2014. Grant requests may range from \$50,000 to \$500,000 for projects scheduled to last from 1 to 3 years. Research projects do not require a cost share. For all others, a 1:1 cost share is required.

To be eligible for a National Leadership Grant for Museums, your organization must be a museum, a professional association that engages in activities designed to advance the well-being of museums and the museum profession, or an institution of higher education.

| IMLS Museum Grant Programs | | | | |
|----------------------------|---|---|--------------------|---|
| | Native American/Native Hawaiian Museum Services Grants | Museum Grants for African American History and Culture | | Sparks! Ignition Grants for Museums |
| Program Goals | Support projects that sustain heritage, culture, and knowledge through exhibitions, educational services and programming, professional development, and collections stewardship | Support projects that improve the operations, care of collections, and development of professional management at African American museums | | Support projects that prototype and evaluate specific innovations in museum operations and services |
| Deadline | December 1, 2014 | December 1, 2014 | | December 1, 2014 |
| Amount | \$5,000-\$50,000 | \$5,000-\$25,000 | \$25,001-\$150,000 | \$10,000-\$25,000 |
| Cost Share | None required | None permitted | 1:1 required | None required |
| Eligible Applicants | Federally recognized tribes, Alaska Native villages and corporations, and non-profit Native Hawaiian-serving organizations | African American museums and Historically Black Colleges and Universities | | Museums, Professional Associations, Institutions of Higher Education |

We'll turn our attention now to three slightly different museum grant programs. The first of these are Native American/Native Hawaiian Museum Services Grant, which provide opportunities to sustain heritage, culture, and knowledge through strengthened activities in areas such as exhibitions, educational services and programming, professional development, and collections stewardship among federally recognized tribes, Native Hawaiian organizations, and certain Alaska Native villages and corporations. The deadline for applications this year is December 1, 2014. Grant requests may range from \$5,000 to \$50,000, for projects scheduled to last up to two years. No cost share is required.

Museum Grants for African American History and Culture support projects that improve the operations, care of collections, and development of professional management at African American museums. The deadline for applications this year is December 1, 2014. Grant requests may range from \$5,000 to \$150,000 for projects lasting up to two years. For projects of \$5,000-25,000, no cost share is permitted. For projects requesting \$25,001-150,000, a 1:1 cost share is required, meaning that for every dollar requested from IMLS, the applicant must provide at least one dollar in staff or volunteer time, cash, or third-party in kind. We highly recommend participating in the AAHC Webinar, scheduled for October 21 and talking with an IMLS staff member to learn more about funding levels and cost

share requirements for AAHC. Applicants for AAHC grants must be museums whose primary purpose is African American history and culture or one of the 106 Historically Black Colleges and Universities.

The Sparks! Ignition Grants for Museums program is a special funding opportunity within the IMLS National Leadership Grants for Museums program. These small grants encourage museums to prototype and evaluate specific innovations in the ways they operate and the services they provide. The deadline for applications this year is December 1, 2014. Grant requests may range from \$10,000 to \$25,000 for projects lasting up to one year, and no cost share is required. Applicants for Sparks Ignition grants must be a museum, a professional association that engages in activities designed to advance the well-being of museums and the museum profession, or an institution of higher education.

| Determining Eligibility | | | | | |
|---|-----|-----|------|------|--------|
| To be eligible, you must... | MFA | NLG | NANH | AAHC | Sparks |
| Be either a unit of state or local government, or a private nonprofit organization that has tax-exempt status under the Internal Revenue Code; | X | X | | X | X |
| Be located in one of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau | X | X | | X | X |
| Qualify as a museum that <ul style="list-style-type: none"> a. uses a professional staff; b. is organized on a permanent basis for essentially educational or aesthetic purposes; c. owns or uses tangible objects, either animate or inanimate; d. cares for these objects; AND e. exhibits these objects to the general public on a regular basis through facilities that it owns or operates. OR Qualify as a public or private nonprofit agency which is responsible for the operation of a museum as defined above | X | (X) | | X | (X) |

Some of the eligibility requirements for grants are similar, and some vary among programs as summarized on the next two slides. While we hope this will give you enough information to get started on deciding which program is best for you, we encourage you to consult the specific notice of funding opportunity for any program in which you are interested in applying for more detail.

For four of our five grant programs—Museums for America, National Leadership Grants for Museums, Museum Grants for African American History and Culture, and Sparks--your organization must be either a unit of state or local government, or a private nonprofit organization that has tax-exempt status under the Internal Revenue Code.

In addition, for the same five programs, your organization must be located in one of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

For Museums for America and Museum Grants for African American History and

Culture, your organization must qualify as a “museum.” This means you must use a professional staff; you must be organized on a permanent basis for essentially educational or aesthetic purposes; you must own or use tangible objects, either animate or inanimate; you must care for these objects; and you must exhibit these objects to the general public on a regular basis through facilities that you own or operate. Alternatively, and reflecting a different governance structure, your organization may be eligible if you are a public or private nonprofit agency that is responsible for the operation of a museum that fits these criteria.

You’ll see that there are Xs in parentheses under National Leadership Grants and Sparks. Applicants to either of these programs are eligible to apply if they meet these criteria as a museum, but there are additional options for these two programs.

| Determining Eligibility | | | | | |
|---|-----|-----|------|------|--------|
| To be eligible, you must... | MFA | NLG | NANH | AAHC | Sparks |
| Qualify as a museum as defined above, OR as an organization or association that engages in activities designed to advance the well-being of museums and the museum profession, OR as an institution of higher education, including public and nonprofit universities | | X | | | X |
| Be a museum whose primary purpose is African American life, art, history, and/or culture; OR A museum service organization or association whose primary purpose is to support museums with a primary purpose of African American life, art, history, and/or culture; OR An Historically Black College or University | | | | X | |
| Be a federally recognized Indian tribe, OR An Alaskan Native village or corporation, OR A non-profit organization that primarily serves and represents Native Hawaiians | | | X | | |

If your organization is one that engages in activities designed to advance the well-being of museums and the museum profession, OR is an institution of higher education, including public and nonprofit universities, then you are also eligible to apply for National Leadership Grants for Museums or Sparks.

To be eligible to apply for Museum Grants for African American History and Culture, your organization must be a museum whose primary purpose is African American life, art, history, and/or culture, OR

A museum service organization or association whose primary purpose is to support museums with a primary purpose of African American life, art, history, and/or culture, OR

An Historically Black College or University.

To be eligible to apply for a Native American/Native Hawaiian Museum Services Program grant, you must be a federally recognized Indian tribe, an Alaskan Native village or corporation, or an organization that primarily services and represents Native Hawaiians.

Once again, because the details of eligibility vary in detail, we strongly encourage you

to consult the specific notice of funding opportunity for any program to which you are interested in applying and to call an IMLS staff member to discuss your particular situation at the beginning of the process of crafting an application.

Determining Eligibility

You are *not* eligible to apply if you are:

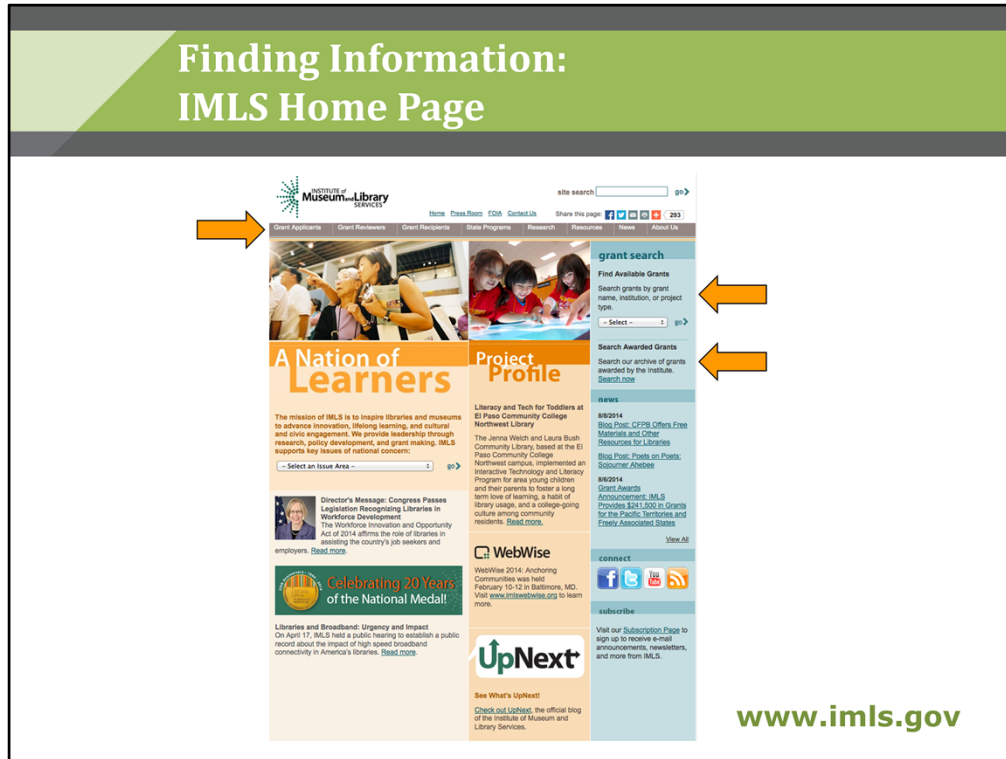
- A federally funded institution
- A for-profit organization
- An individual
- A foreign country or organization

IMPORTANT: If you are a non-eligible institution, we encourage you to apply through a partnership with an eligible institution.

For all IMLS museum grant programs, your organization is not eligible to apply if you are a federally funded institution, a for-profit organization, an individual, or a foreign country or organization.

However, and this is important, even if you are a non-eligible institution, we encourage you to consider applying through a partnership with an eligible institution. It is the official applicant who may become a grantee who must meet all the eligibility criteria. Once again, if you have questions about this, please contact an IMLS staff member to discuss it further.

Finding Information: IMLS Home Page



To find more information to help you create a competitive proposal, the best place to go is our website.

At the top of our home page on the left is a tab marked GRANT APPLICANTS, and on the right are search functions providing opportunities to FIND AVAILABLE GRANTS and SEARCH AWARDED GRANTS.

We recommend spending some time exploring each of the SEARCH functions. Through them, you'll be able to search grant programs and deadlines by name, by eligible institution type, and by project type. You'll also be able to access summaries of projects we have funded in the recent past. Using a key word search might help you find examples of approaches that have been successful in the past.

Finding Information: Grant Applicants Page



www.imls.gov/applicants/default.aspx

Clicking on GRANT APPLICANTS brings you to this page, which is a great place from which to connect to sample applications, resources about evaluation, reviewer materials, and program notices of funding opportunity.

Finding Information: Available Grants by Grant Name

The screenshot displays the IMLS website's 'Available Grants - by Grant Name' page. The page is organized into a sidebar on the left with navigation links like 'Available Grants', 'By Grant Name', 'By Institution Type', 'By Project Type', 'Eligibility Criteria', 'Grant Dates', 'Notice of Funding Opportunities', 'After You Apply', and 'Outcomes Based Evaluation'. The main content area lists several grant programs with their respective details:

- Conservation Assessment Program**: Project Types: Conservation, Research; Institutions: Historical Society, State or Local Government, Museum; Application Deadline: December 1.
- Grants to State Library Administrative Agencies**: Project Types: Population-based grants to State Library Administrative Agencies; Institutions: State Library Administrative Agency; Application Deadline: April 2.
- Laura Bush 21st Century Librarian Program**: Project Types: Community Engagement, Formal Education, Informal Learning, Partnerships, Professional Development/Continuing Education, Research; Institutions: Archives, Federally Recognized Native American Tribe, Historical Society, Library, Nonprofits that serve Native Hawaiians, Professional Association, Regional Organization, State Library Administrative Agency, State or Local Government, Public or Private Non-profit Institutions of Higher Education; Application Deadline: September 15.
- Museum Assessment Program**: Project Types: Collections Management, Community Engagement, Public Programs; Institutions: Historical Society, Museum; Application Deadline: July 1.
- Museum Grants for African American History and Culture**: Project Types: Professional Development/Continuing Education; Institutions: Historical Society, Professional Association, Public or Private Non-profit Institutions of Higher Education, Museum; Application Deadline: December 1.
- Museums for America**: Project Types: Collections Management, Community Engagement, Conservation, Formal Education, Informal Learning, Partnerships, Professional Development/Continuing Education, Research, Demonstration, Digital Collections/Tools, Public Programs; Institutions: Historical Society, State or Local Government, Public or Private Non-profit Institutions of Higher Education, Museum; Application Deadline: December 1.

On the right side of the page, there is a 'grant search' section with a search bar and a 'go' button. Below the search bar, there are links for 'Find Available Grants', 'Search grants by grant name, institution, or project type', 'Search Awarded Grants', and 'Search our archive of grants awarded by the Institute'. There is also a 'subscribe' button and a link to 'Visit our Subscription Page to sign up to receive e-mail announcements, newsletters, and more from IMLS.'

<http://www.ims.gov/applicants/name.aspx>

Clicking on any link in the listing of available grants by grant name takes you to the specific requirements and instructions for each funding program.

Finding Information: View Available Grants

The screenshot shows the IMLS website's 'View Available Grants' page. The header includes the IMLS logo, a site search bar, and navigation links for Home, Press Room, FOIA, Contact Us, and social media. A secondary navigation bar lists Grant Applicants, Grant Reviewers, Grant Recipients, State Programs, Research, Resources, News, and About Us. The main content area is titled 'Grant Applicants' and features a sidebar with links for Available Grants (By Grant Name, By Institution Type, By Project Type), Eligibility Criteria, Sample Applications, Grants.gov, Program Guidelines, After You Apply, Outcome Based Evaluation, and a Grants.gov logo. The main content area has a 'View Available Grants' section with three dropdown menus for Grant Name, Project Type, and Institution, each with a list of options and a 'go' button. The Grant Name dropdown lists: All, Conservation Assessment Program, Grants to State Library Administrative Agencies, Laura Bush 21st Century Librarian Program, Museum Assessment Program, and Museum Grants for African American History and Culture. The Project Type dropdown lists: All, Awards, Collections Management, Community Engagement, Conservation, and Demonstration. The Institution dropdown lists: All, Archives, Federally Recognized Native American Tribe, Historical Society, Library, and Museum. At the bottom, there is a 'Sort options' section with a dropdown menu set to 'Grant Name' and a 'go' button.

INSTITUTE of
Museum and Library
SERVICES

site search go

Home Press Room FOIA Contact Us Share this page: [f](#) [t](#) [p](#) [+](#) 1

Grant Applicants Grant Reviewers Grant Recipients State Programs Research Resources News About Us

Grant Applicants

Available Grants

- By Grant Name
- By Institution Type
- By Project Type

Eligibility Criteria

Sample Applications

Grants.gov

Program Guidelines

After You Apply

Outcome Based Evaluation

View Available Grants

Grant Name:
(Select multiple options
by pressing the control
key as you click.)

Project Type:
(Select multiple options
by pressing the control
key as you click.)

Institution:
(Select multiple options
by pressing the control
key as you click.)

Sort options:

Grant Name go

All
Conservation Assessment Program
Grants to State Library Administrative Agencies
Laura Bush 21st Century Librarian Program
Museum Assessment Program
Museum Grants for African American History and Culture

All
Awards
Collections Management
Community Engagement
Conservation
Demonstration

All
Archives
Federally Recognized Native American Tribe
Historical Society
Library
Museum

www.imls.gov/applicants/available_grants.aspx

You also have the option to search by any of several criteria by going to View Available Grants.

Finding Information: Notice of Funding Opportunity

The screenshot displays the Institute of Museum and Library Services (IMLS) website. The header features the IMLS logo and navigation links: HOME, Press Room, FOIA, Catalogs, and a search bar. A secondary navigation bar includes Grant Applicants, Grant Recipients, Grant Reviews, Site Programs, Research, Resources, News, and About Us. The main content area is titled "Grant Applicants" and "Notices of Funding Opportunities". On the left sidebar, there are links for "Assessing Grants", "Eligibility Criteria", "Grants 101", "Notices of Funding Opportunities", "Grants", "After You Apply", "Online Based Evaluation", and "Contents". The central content area is titled "Museums for America - FY15 Notice of Funding Opportunity". It includes a table with the following information:

| | |
|--|---|
| Federal Awarding Agency: | Institute of Museum and Library Services |
| Funding Opportunity Title: | Museums for America |
| Accouncement Type: | Notice of Funding Opportunity |
| Funding Opportunity Number: | MFA-FY15 |
| Catalog of Federal Financial Assistance (CFDA) Number: | 45.201 |
| Due Date: | Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on December 1, 2014 |
| Anticipated Date of Notification of Award Decision: | September, 2015 (subject to the availability of funds and IMLS discretion) |
| Beginning Date of Period of Performance: | Not earlier than October 1, 2015 |

Below the table, there is a section for "Equal Opportunity" and "A. Program Description". The "A. Program Description" section includes the following text:

What are Museums for America (MFA) grants?
Museums for America grants support projects that strengthen the ability of an individual museum to serve its public.

What are the characteristics of successful MFA projects?

- Institutional Impact: Projects address a key goal identified in an institution's strategic plan.
- In depth knowledge: Proposals reflect a thorough understanding of current practice and knowledge about the subject matter.
- Project-based Design: Work plans consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge identified in the proposal.
- Demonstrable Results: Projects generate measurable results that he directly to the need or challenge it was designed to address.

The mission of the Institute of Museum and Library Services is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant making.

U.S. Museums and libraries are at the forefront in the movement to create a nation of learners. As stewards of cultural and natural heritage with rich, authentic content, libraries and museums provide learning experiences for everyone. In FY2015, each Museums for America award will support one of the following:

On the right side of the page, there is a "Contents" section with a list of links:

- A. Program Description
- B. Federal Award Information
- C. Eligibility Information
- D. Application and Submission Information
- E. Application Review Process
- F. Award Administration Information
- G. Contacts
- H. Other Information

For each grant program, the Notice of Funding Opportunity provides detailed instructions, access to required forms, and links to helpful resources designed to assist you in developing your application. For example, this slide illustrates the Museums for America Notice of Funding Opportunity.



At this juncture, we want to draw your attention to three registration requirements—DUNS, SAM.gov, and Grants.gov. Unless your registrations are complete and up to date, you will not be able to submit an application or receive an award. If you’re starting from scratch, it’s important to know that you must do these in sequence.

First, you must have a DUNS number. Dun & Bradstreet (D&B) provides this unique nine-digit identification number FREE for all businesses required to register with the Federal government for contracts or grants.

Registering

SAM Registration:
www.sam.gov

USER NAME: PASSWORD: **LOG IN**
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME **SEARCH RECORDS** **DATA ACCESS** **GENERAL INFO** **HELP**

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOIO information.

[Create User Account](#)

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

[Register/Update Entity](#)

New! Use the SAM Status Tracker to: [Check Status](#)

SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOIO information.

[Search Records](#)

WHAT IS SAM? [Need Help?](#)

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

NEWS AND ANNOUNCEMENTS

Try out SAM's new RESTful API for public registration data! [Learn more](#)

UPDATE: On July 14, 2014, SBA increased the monetary-based industry size standards to account for inflation. You will see an exclamation point "!" next to the "Small Business" value for those NAICS codes impacted in your registration's Regs & Certs. Log into SAM, review, and resubmit your registration to apply the new size standard.

USER GUIDES/HELPFUL HINTS

Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the **HELP** tab.

Service Desk
URL: <http://www.FSD.gov>
[Learn](#) how to check your SAM entity registration status.

FORMER CCR REGISTRANTS

If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity record(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM by typing the DUNS number or business name into the search box.

Second is SAM—which stands for System for Award Management.

Registering with SAM is also FREE. It can be time consuming, and different from DUNS in that you must renew your registration each year to make it ACTIVE. Because SAM.gov registrations vary in their expiration dates, check your status early on and take action to ensure you are registered and your registration is ACTIVE. Your SAM registration must be active throughout the entire process of application and review, and it must be active throughout the grant period if you are awarded a grant.

Begin with the website, and use the FAQs to research questions. If you have further SAM issues call the Federal Service Desk at 866-606-8220 (M- F, 8 a.m. to 8 p.m. EST).

Registering

Grants.gov Registration: www.grants.gov



For Grants.gov help, call 800.518.4726 (available 24/7) or email support@grants.gov.

The third place you must be registered is Grants.gov, the portal through which all applications for IMLS grants must be made. To register, you must have an active SAM.gov status, and of course, a DUNS number. The Grants.gov website is extensive, and their help capabilities are numerous and well-staffed. Begin with the website and its FAQs, but if you need additional help you may call their help line, which is available 24/7, or email them at support@grants.gov.

Summary

1. IMLS's vision, mission and strategic plan are at the core of its grant-making.
2. Funding programs and opportunities include two technical assistance programs (CAP, MAP) and five grant programs: Museums for America, National Leadership Grants for Museums, Native American/Native Hawaiian Museum Services Grants, Museum Grants for African American History and Culture, and Sparks!

This brings us to the end of the information we set out to share with you in this webinar, but let's take a minute to summarize what we hope you will take away.

First, IMLS's vision, mission and strategic plan are at the core of its grant-making. You would be well-served to consider these in thinking about your project for which you will be seeking IMLS support.

IMLS funding programs and opportunities include two technical assistance programs (CAP, MAP) and five grant programs: Museums for America, National Leadership Grants for Museums, Native American/Native Hawaiian Museum Services Grants, Museum Grants for African American History and Culture, and Sparks!

Summary

4. Each grant program has its own set of eligibility requirements.
5. Helpful information, contacts, and notices of funding opportunities are on the IMLS website, www.imls.gov.
6. It is very important to get a DUNS number and to register early with SAM.gov and Grants.gov.
7. Be sure to participate in the webinars for each program to which you may apply.

4. Each of these has its own set of eligibility requirements, and you should consider these early on in the process of choosing a grant program.

5. Next, helpful information, contacts, and notices of funding opportunities are on the IMLS website, www.imls.gov.

6. It is very important to get a DUNS number and to register early with SAM.gov and Grants.gov.

7. And lastly, be sure to participate in the webinars for each program to which you may apply.

Learning More

Upcoming Webinars

National Leadership Grants for Museums

- October 15, 3-4 pm Eastern Time

Sparks! Ignition Grants for Museums

- October 16, 1-2 pm Eastern Time

Museums for America

- October 16, 3-4 pm Eastern Time

Museum Grants for African American History & Culture

- October 21, 3-4 pm Eastern Time

Native American/Native Hawaiian Museum Services Grants

- October 22, 3-4 pm Eastern Time

IMLS Staff Contacts

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In closing, here are ways to learn more about IMLS funding programs. On the left is a list of the dates and times for the more detailed, live program-specific webinars. If you are not able to join us for one or more of these, please know that each will be recorded and made available on imls.gov for downloading and viewing at your convenience. On the right are the names, emails, and direct phone numbers of the IMLS Office of Museum Services staff, who will be more than happy to talk with you about your project and application.

Thank you for joining us today, and thank you for your interest in the Institute of Museum and Library Services.



To learn more, visit www.imls.gov

